

**MEMO# 2955**

July 24, 1991

## **NOTICE OF MEETING - SEPTEMBER 19, 1991**

July 24, 1991 TO: TRANSFER AGENT ADVISORY COMMITTEE NO. 35-91 RE: NOTICE OF MEETING - SEPTEMBER 19, 1991 \_\_\_\_\_

This is to advise you that the next meeting of the Transfer Agent Advisory Committee will be held starting at 9:30 a.m. on Thursday, September 19, 1991 at the Embassy Row Hotel located at 2015 Massachusetts Avenue, N.W., Washington, D.C. 20036. Lunch will be served and the meeting is expected to continue until approximately 2:30 p.m. For your convenience, we have reserved a block of sleeping rooms at the Embassy Row Hotel for the night of September 18, 1991 at the rate of \$145.00 single or double. To reserve a room, please call the hotel at 202/265-1600 by August 21 and ask for a room in the Investment Company Institute block. Please complete the attached form and return it to Rita Pemberton at the Institute either by Fax (202/293-1058) or return mail to: Rita Pemberton Investment Company Institute 1600 M Street, NW - 6th Floor Washington, D.C. 20036 An agenda will be sent shortly before the meeting date. Donald E. O'Connor Vice President - Operations Attachment TRANSFER AGENT ADVISORY COMMITTEE MEETING Embassy Row Hotel Washington, DC September 19, 1991 I WILL [ ] I WILL NOT [ ] attend the meeting of the TRANSFER AGENT ADVISORY COMMITTEE on September 19, 1991. NAME: \_\_\_\_\_

\_\_\_\_\_ FIRM: \_\_\_\_\_ Please return this completed form by fax (202/293-1058) or return mail to: Rita Pemberton Investment Company Institute 1600 M Street, NW - 6th Floor Washington, DC 20036 Fax No. (202/293-1058)

NOTE: IF YOU NEED A ROOM FOR WEDNESDAY NIGHT, SEPTEMBER 18, 1991, PLEASE CALL THE EMBASSY ROW HOTEL AT 202/265-1600 BY AUGUST 21, 1991 AND ASK FOR A ROOM IN THE INVESTMENT COMPANY INSTITUTE.

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